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MARAC BY THE SEA

President Grant at Long Branch, New Jersey, 1869

MARAC BY THE SEA
LONG BRANCH, NEW JERSEY

After three successive meetings at western outposts of the region, MARAC returns to the "corridor" with a Spring conference at the beach. Long Branch, New Jersey -- birthplace of Bruce Springsteen and Garret Augustus Hobart[1] -- is the place. Join us at the Ocean Place Hilton, May 6-8. MARAC Spring '93 offers a diverse program at a great hotel in one of the nation's oldest seaside resorts.

The Program: Something for Everyone

Foregoing a single theme, the program celebrates archival diversity with innovative preservation updates, a greater choice of workshops, and a variety of sessions.

Preservation updates are a MARAC first. Throughout Friday, speakers will offer 50-minute presentations highlighting the latest developments in preserving photographs, maps, architectural drawings, electronic records, audiovisual materials and paper records. Drop in anytime during the day. Six – count 'em, six – workshops will focus on records management, arrangement and description, grant writing, disaster planning, copyright, and appraisal of electronic records.

Sessions cover a wide range of topics. *The JFK Assassination Records and the National Archives* explores the problems of processing the records of the House Select Committee on Assassinations and providing reference service to non-traditional users (Congressional staffers, former Warren Commission employees, TV crews, attorneys). *Balancing Competing Interests: The Right-to-Know vs. The Right to Privacy* discusses a perennial archival dilemma. Specialized archives are featured in several sessions: *Play Ball: Documenting and Researching Professional and Collegiate Sports; Ethnic Archives: Access, Outreach, and Use; Entertainment Archives;* and *Documenting New Jersey Agriculture.*

The profession itself is the focus of two sessions that should interest both new and, ah, seasoned archivists: *Graduate Archival Education: The Students' Perspective* and *Switching Gears: Career Paths Toward Archival Management.* The essentials of archival work will be covered in *Appraisal of Institutional Records: Manuscript Repositories vs. Institutional Archives; Genealogical Collections and Family History Research;* and *Local Government Records Programs.*

Conference-goers can enjoy such extra-curricular activities as self-guided tours of the Twin Lighthouses in Atlantic Highlands; Ocean Grove, headquarters of the Camp Meeting Association; and Monmouth College campus and its impressive Woodrow Wilson Hall. The hotel will be the site of the MARAC reception and the essential hospitality suite.

The Hotel: Sand, Sea, and More

The Ocean Place Hilton offers a variety of diversions: four restaurants, exercise rooms, indoor and outdoor swimming pools, even a disco. The Boardwalk, with its wheels of chance and stuffed animal prizes, is just a few steps away. At the Long Branch beach you'll find surfing, scuba diving, and picnicking.

Long Branch: A Glamorous Victorian Spa

A beach resort since 1788 when the first boarding house opened, Long Branch blossomed in the early nineteenth century. The influx of New Yorkers and Philadelphians brought a real estate boom to the town; local builders scrambled to erect hotels and boarding houses to accommodate the crush of visitors. Bathing regulations were strictly enforced; white flags indicated the beach was for ladies only, while red flags, hoisted an hour later, let men take their turn.

Mary Todd Lincoln visited in 1861, but it was President Grant's annual visits beginning in 1869 that established Long Branch as the place to go. From the 1860s to the First World War, Long Branch remained one of the most glamorous resorts in the nation, rivaling Newport and Saratoga. Summer visitors included Astors, Fisks, Goulds, Biddles, and Drexels, and celebrities such as Lilly Langtry, Diamond Jim Brady, Lillian Russell, Edwin Booth, Winslow Homer, Bret Harte, and Robert Louis Stevenson.

Casinos dotted the town; Monmouth Park, a thoroughbred track still going strong, opened in 1870, and the New York and Long Branch Railroad opened in 1874. By the 1880s, the bathing regulations had altered considerably; a lady not only could bathe in the company of gentlemen, it was in fact improper for her to appear unaccompanied. Paid escorts were available to perform this duty; the first gigolos in America, then, were not dancing partners, but bathing companions.

The town declined in popularity after the First World War, but recent decades have seen its resurgence. The essential things that drew thousands of visitors in centuries past – beach, sun, ocean – are still available in abundance. Come enjoy them at Long Branch.

Further information is available from the Local Arrangements Chair Elsalyn Palmisano-Drucker at (908) 222-5993/ FAX (908) 229-5138 and the Program Chair Tom Frusciano (908) 932-7006/ FAX (908) 932-7637.

[1]***Note***: For those who don't know, Garret Augustus Hobart was William McKinley's first vice-president, who died in office.

Cover Note: Taken from *Frank Leslie's Illustrated Newspaper*, August 7, 1869.

Who's in Charge?

We hope you'll want to know. So beginning with this issue and continuing into the future the MAA will be regularly publishing the list of officers, steering committee members, caucus representatives, committee chairs, and other officials. The goal is better communication among MARAC members; its helpful to have a name and phone number (and that modern wonder, the FAX number) handy if you want to contribute or share information with your archival colleagues.

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State & Local News

DC

The Library of Congress recently installed surveillance cameras and monitors in the Manuscript Division Reading Room as part of the Library's ongoing efforts to increase security for the collections.

The Manuscript Division issued its *1991 Acquisitions Report* in December. The reports, written annually by the division staff, describe the major acquisitions of the year, and are available from the Library of Congress, Manuscript Division, Washington, D.C. 20540.

★

The Society for History in the Federal Government invites submissions for four awards that recognize outstanding contributions to the history of the federal government: the Thomas Jefferson Prize for a documentary history project; the Henry Adams Prize for a book-length narrative history, edited collection of essays, or other published historical work of comparable scope; the James Madison Prize for a published article; and the John Wesley Powell Prize for a museum exhibit, an historical film, video, or audio-visual display, or any other form of visual historical presentation. Entries must be postmarked no later than February 1, 1993. For more information, contact David M. Pemberton, SHFG Awards Committee, 6306 Inwood St., Cheverly, MD 20785; telephone (301) 763-7936.

PA

Archives Week in Pennsylvania

Governor Robert P. Casey will declare May 23-29, 1993 as "Archives Week" in Pennsylvania, a celebration of the value of the written word in the state's history. Many institutions around the Commonwealth will once again be holding special events to mark this occasion. The events will acquaint Pennsylvanians with the great wealth of archival and manuscript collections available to the public for family or scholarly research and the increasing need to preserve them for future generations. The Pennsylvania State Archives will be the coordinator of Archives Week activities and is planning events of its own. For more information on how you and your organization can plan Archives Week activities contact the Archives at Box 1026 Harrisburg, PA Box 17108-1026 or call (717) 783-3281.

★

Executive Order 1992-1

The Commission's Division of Archival and Records Management Services (DARMS) assumed responsibility for implementing the Commonwealth's executive branch records management program on January 3 in accordance with Governor Casey's Executive Order 1992-1. In keeping with an overall goal to enable state departments, boards, and commissions to minimize the cost of doing government business while ensuring the identification and appropriate retention of vital and historical records, staff concentrated on revitalizing operation of the State Records Center and State Micrographics Unit, creating an outreach program to provide timely assistance to agency personnel, and preparing badly needed management directives to establish program standards. During the course of the year, the Division was able to restore normal reference services at the State Records Center, eliminate a small portion of the backlog of records awaiting destruction, and resume the acceptance of records awaiting transfer to the Center. New microfilm cameras and equipment were purchased and a quality control program was initiated to upgrade source document filming service in the micrographics section.

★

Outreach to State Agencies

The Division of Archival and Records Management Services implemented a program to help agency managers make correct business decisions with respect to the operation of their information and records management systems. General meetings of all agency records coordinators, two basic records management seminars, an electronic records seminar, and three agency specific workshops were provided during the year to 295 records, program and information systems managers and staff representing executive branch agencies. These formal training and informational sessions were provided in coordination with newly offered on-site consultative services relating to micrographics, optical imaging and filing system issues. Management directives establishing policies, procedures and standards to ensure the proper retention, preservation and accessibility of records stored on microfilm or copied onto optical disks were prepared by DARMS staff and issued by the Secretary of Administration. Considerable time was also committed to a joint Office of Administration/PHMC project to update Civil Service Commission records and filing systems in connection with their anticipated agency reorganization and relocation plans.

★

City Receives Historical Documents

Officials of the Philadelphia Department of Records today announced receipt of the 1752-1798 tax rolls of the former Blockley Township and the 1752-1776 records of the Blockley Overseers of the Poor from The Friends Historical Library at Swarthmore College. Founded not later than 1705, Blockley Township became part of the City of Philadelphia with the Consolidation Act of 1854.

"These two volumes provide a unique insight into public expenditures and the provision of services to the poor in a remarkable time of the history of the

United States," said City Archivist Ward Childs. "They will more fully explain the development and social conditions of the rural village of Blockley Township," he concluded.

The Friends Historical Library came into possession of the documents following the reorganization of the archives at the George School in Newtown, PA. The school donated its non-school records to Swarthmore College due to their Quaker subject matter. Mary Ellen Chijioke, Curator of the Friends Historical Library, recognized the two Blockley Township volumes within the George family papers. According to Chijioke, Thomas, Joseph, and Jesse George were all prominent signatories in the records which explains the reason for these public records to be among the George family papers. She said that the last entries in the Township tax roll are signed by Thomas George while his son Joseph signed in the Overseers of the Poor.

These documents will be made available through the City Archives to all citizens interested in the history of Philadelphia. A unit of the Department of Records, the City Archives works to preserve all City records of historical, administrative, legal, research, cultural, or other important value.

New York ANNOUNCING A NEW PROGRAM FOR YOUR ORGANIZATION

The New York State Archives announces a new service to help New Yorkers learn more about the archival records of their State government. Bill Evans, who headed the Archives' Research Services for over ten years, is now directing the Archives Extension Services program to inform schools, historical societies, genealogical associations, public service groups, and professional and other organizations about the holdings and services of the New York State Archives.

The Archives invites requests from organizations to schedule a special visit to the Archives facility in Albany or to arrange for a member of the Archives staff to present a program at their location. An Extension Services program can be tailored in several different formats to meet an organization's needs. Formats include: formal lectures, workshops with hands-on use of records, instruction in finding and accessing archival materials, illustrated talks, or behind-the-scenes tours. In addition to these programs, the Archives is developing plans to make finding aids to records, microfilm copies of records, and archives databases readily available for use in facilities outside of Albany.

The New York State Archives holds over 52,000 cubic feet of documents created by State and colonial government from the 17th century to the present. Each year Archives staff respond to over 20,000 requests for information to support public policy analysis, legal research, scholarly studies, family and community research, and more.

To find out more about the Extension Services or to arrange a program, contact William A. Evans, Archives Extension Services, Room 11D40, Cultural Education Center, Albany, NY 12230 or call (518) 474-7984.

★

Documentary Heritage Program News

Despite Continuing Fiscal Problems, DHP Still Providing Needed Services

We are still not certain about the fate of the DHP for the rest of FY 1992-93. State Archives and Records Administration is hoping to get a $600,000 appropriation from the State Legislature for FY 1993-94 – but a lot will depend on the success of our lobbying efforts.

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Preservation Microfilming

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State & Local News

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Even if funding is suspended, the Council office will have the ability to continue services such as the **Lending Library** and **Free Literature** – though this will be temporary. If you are interested in receiving either listing, **contact** the DHP office.

The New York State Archives is working to convince the State Education Department, the Governor's office, and the State Legislature of the need to provide advisory services and technical assistance to people and places responsible for maintaining historical records throughout New York. New York's libraries have faced year after year of diminishing financial support – despite increases in demands for services. Museums have also endured harsh conditions with total withdrawal of NYSCA support. Now these institutions – along with other places such as historical societies, small businesses, cultural and community centers, etc. will have to suffer another setback when DHP funds run out.

WE CAN'T LET THIS HAPPEN – We all need to contact our State legislators to let them know that their lack of support for educational and cultural programs will not be tolerated!

Write or call your State representatives today and urge them to actively support programs like the DHP that help us maintain our valuable historical resources!

Call or write the DHP office (180 Oak St., Buffalo, NY 14203-1694, 716-852-3846) for tips on effective lobbying! Help the DHP help YOU continue to preserve our documentary heritage!

★

FALL 1992 MARAC MEETING IN BUFFALO: A Resounding Success!

From "Telling the Researcher Where to Go," to "Quixotic Relationships," the Fall 1992 Meeting of the Mid-Atlantic Regional Archives Conference covered a lot of interesting and useful topics.

Conference-goers were able to attend hands-on workshops and sessions; learn about archival services and products from vendors; networking with colleagues old and new; and generally become more aware of the importance attached to the "messages" we convey about our institutions and our holdings.

The Local Arrangements Committee deserves a special thanks for all the hard work they put into making the Conference such a success: **Mary Bell and Pat Virgil** - Buffalo and Erie County Historical Society, **Anne Fillaci and Jim Tammaro** - New York State Archives, **Shonnie Finnegan and Joseph Palmer** - State University of New York at Buffalo, **S. Martin Joseph Jones** - State University College at Buffalo, **Janice Lurie** - Albright-Knox Art Gallery, **Lynn Marinelli** - Erie County Commission on the Status of Women, **Lisa Seivert** - Buffalo Museum of Science, **Dave Swarts** - Erie County Clerk, **Steve Walker** - Records Management Consultant, and **Ruth Willet** - Buffalo and Erie County Public Library.

Others who deserve recognition for their important contributions to the event are: Ruth G. Butler - Houghton College, Kim Chase and Ray LaFever - NYSARA/NYSED, Anita Curcio - Canisius College, S. Sheila Driscoll - D'Youville College, Jack Ericson - State University College at Fredonia, S. Sylvia Flavin - Sisters Hospital Archives, Mike Frisch - GGIHP, Luis E. Garcia - WNYLRC/DHP, Rick Geer - Erie County Records Department,

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Irene Goldberg - Temple Beth Zion Archives Committee, Bob Gum - Buffalo and Erie County Public Library, Kathryn Jolls - Kenmore United Church of Christ, Tony Kozak - GBCVB, S. Mary Marvina Kupiszewski - Franciscan Sisters of St. Joseph, Phil Maples - Baker Cederberg Museum, S. Mary Kenneth Mullen - Sister of Mercy Archives, Peter Nelson - Buffalo Historical Society, Ann Pearce, Frances Rupley and Margaret Thies - TAAP, Wanda Terry - Preservation Coalition of Erie County, S. Mary Trusso - Trocaire College, Dr. Joseph Wincenc, Buffalo Seminary Flute Quartet and the Ellicott Square Building Corp.

And thanks to our "Halloween History Mystery Guests" from: Amherst Museum; Buffalo and Erie County Naval and Servicemen's Park, Civil War Round Table of Buffalo; Fenton Historical Society; Old Ft. Niagara; T. Roosevelt Inaugural Historic Site; WNY Railway Historical Society.

★

New Finding Aids Released

The publication of two new finding aids has increased access to some very significant records at the State Archives. "The Lusk Committee: A Guide to Records of the Joint Legislative Committee to Investigate Seditious Activities" enables researchers to study records documenting New York's experience during the "Red Scare" of the early twentieth century. "The Mighty Chain" is a comprehensive guide to 2,560 cubic feet of records about the development of New York's canal system. The records span the time period 1794-1958. For more information, call 518/474-8955.

★

Archives Week Celebration

SARA's multi-event celebration of New York Archives Week (October 11-17) included an exhibit of political campaign materials, behind-the-scenes tours of the Archives, public workshops on preservation and land records, and a film festival based on the motion picture film script collection of the Archives. The celebration was capped by a luncheon with members of the Board of Regents who presented eight Archives Week awards recognizing outstanding achievements in archival and records management, effective advocacy efforts, and research excellence using historical records. In honor of the late Assemblyman William Hoyt, a long-time supporter of the historical records programs, the advocacy award was renamed the Hoyt Advocacy Award and presented to his former Chief of Staff Stephanie Wacholder.

★

Adirondack Exhibit Opens

"Parts But Little Known, Exploring the Adirondacks" is a collaborative exhibit at the State Museum (October 10-January 10) that brings together the collections of the State Archives, Museum, and Library to celebrate the centennial of the Adirondack Park. Among the most significant archival documents on display are the 1894 New York State Constitution and early surveyor maps from the eighteenth century.

★

New Workshops

In response to needs of records managers, SARA has created two new workshops on optical imaging, one for state agencies and one for local governments. Under the coordination of Gail Fischer and Morgan Barclay, these workshops include such topics as basic terminology, review of available recording technologies, hardware and software options and issues, guidelines for determining applications, and the legal status of this technology. These workshops are part of a comprehensive series of workshops on archives and records management. For more information call 518/474-6771 or 474-6926.

★

The Archives of the Mount Sinai Medical Center have had a busy fall. September 23rd marked the dedication of the new Guggenheim Pavillion, the first hospital building designed by I.M. Pei. The attendant celebrations included three exhibits around the medical center, and the production and publication of a brochure on the history of the Mt. Sinai-Guggenheim family relationship.

★

The Library and Archives department of the Buffalo and Erie County Historical Society was the recipient of this year's award for Program Excellence in an Historical Repository, given by the New York State Archives and Records Administration and the Board of Regents of the University of the State of New York. The award was presented to Mary Bell, Director of Library and Archives, and Dr. William Siener, Executive Director, during New York State Archives Week at a luncheon in Albany, October 13.

One major program of the department is an NHPRC grant-funded project to upgrade descriptions of its manuscript collections. Founded in 1862, the repository has some 4500 ft. of records of social and cultural organizations, defunct Buffalo businesses, and labor unions; papers of prominent individuals and every-day citizens; and subject collections. Included are the Millard Fillmore letterbooks; the correspondence of Joseph Ellicott, land agent for the Holland Land Company in Western New York; Indian papers; War of 1812 records; and Civil War soldiers' letters and diaries.

Since the start of the project in December 1991, 600 small collections (each less than 1 Hollinger box) and 130 large collections have been reprocessed and described by Mary Bell, Assistant Librarian Patricia Virgil and Project Archivist Peter Nelson.

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State & Local News

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1992 Archives Week in New York City

New York Archives Week 1992 in New York City began on October 11 with the largest attendance ever at the Family History Fair at New York University's Loeb Student Center. The Fair, which has drawn the largest attendance of any New York City Archives Week event for several years, was attended by nearly 1200 adults and children from the metropolitan area, upstate New York, New England, and Pennsylvania. The lively program included forty exhibitors, twelve free workshops, and eighty door prizes.

Three awards were presented on October 13 in a ceremony held before a crowd of over 100 people at the Surrogate's Court Building in Manhattan. Joan Maynard, Executive Director of the History, was Mistress of Ceremonies. The Award for Innovative Use of Archives was presented to Ruth Abram of the Lower East Side Tenement Museum by Rabbi Malcolm Stern of the Jewish Genealogical Society. Ann Phillips of the New York Archival Society presented the Award for Outstanding Support of Archival Programs to Joan Davidson of the J. M. Kaplan Fund. A Special Citation for Effective Legislative Commitment to the Preservation of New York's Archival Resources was awarded posthumously to New York State Assemblyman William B. Hoyt. Susan Hoyt, the Assemblyman's wife, accepted the citation from Debra Bernhardt of New York University.

Other activities throughout the week included Schomburg Center Archives Days, featuring neighborhood church tours and exhibits, tours of the special collections at the New York Public Library's Schomburg Center for Research in Black Culture, and a day of lectures and workshops at the Schomburg; the screening of "Margaret Sanger: A Public Nuisance," at New York University's Bobst Library; a meeting between archivists and Curriculum coordinators for the New York City Board of Education held at the Northeast Region of the National Archives and Records Administration; a lecture on "Machines and Medicine," at the New York Academy of medicine; a slide-lecture, "Why Archaeology?," at the South Street Seaport Museum; a round table discussion with Tamiment Playhouse Alumni at New York University's Bobst Library; The DORIS Day conference at the New York City Department of Records and Information Services; and walking tours.

Archives Week exhibits included "Documenting Religious Diversity in New York City," at the American Bible Society; "Broadway in the Poconos," on the Tamiment Playhouse, 1921-1960, at The Tamiment Library/Wagner Labor Archives, New York University; "Heritage on the Heights," at the Municipal Archives; a permanent Museum; "The Evolution of Medical Technology: An Archival Perspective," at the New York Academy of Medicine; "Of Sailing Ships and Sealing Wax," at the South Street Seaport Museum; and "Kids NYC - 1870s-1950s: A Photographic Celebration," at the Graduate School and University Center of the City University of New York.

New York Archives Week 1992 was sponsored by the Archivists Round Table of Metropolitan New York and was made possible in part through the generous support of Con Edison, Metropolitan Life Foundation, and Reuters Foundation

★

Court Records Available on Microfilm at Municipal Archives

Three hundred years of court records are now available on microfilm at the New York City Municipal Archives. Funded by the National Endowment for the Humanities, Office of Preservation, the Municipal Archives has recently completed microfilming nearly 1,000,000 pages in three key series: *Minutes of the New York County Court of General Sessions* (felony cases), 1684-1920; *Docket Books of the Police/Magistrate's Court* (misdemeanors and violations), 1799-1930; and New York County District Attorney official correspondence in "letterpress" books, 1881-1937.

For further information about the microfilm or other Municipal Archives holdings, please contact Mr. Kenneth R. Cobb, Director, NYC Municipal Archives, 31 Chambers Street, New York, NY 10007. Telephone (212) 788-8585.

NEW JERSEY

The Special Collections Division at Rutgers is back in its renovated quarters in Alexander Library. The stack renovation is now complete with a new HVAC system and compact shelving the collections have been moved back. The new reading room and office area will be completed by mid-1993.

★

The New Jersey Historical Commission, which faced the loss of more than 60 percent of its staff because of budget cuts, gained a reprieve for this fiscal year. After protests by numerous historical and cultural organizations, including the MARAC New Jersey Caucus, Governor Florio released money from the Executive Branch budget to keep the Commission staff together for this fiscal year. An indirect benefit of this move is that the State Archives, a sibling division of the Commission in the New Jersey Department of State, won't see one of its full time employees "bumped" by one of the Commission staffers who would have been laid off. Unfortunately, the Commission's entire grant budget for this year has been lost. Because it depended on these funds, the New Jersey Caucus CAPES archival consulting program for small historical institutions will come to an end in early 1993, at least for the time being. The

New Jersey Caucus intends to join other groups in legislative lobbying for restoring regular appropriations to the Commission for the next fiscal year.

The State Librarian of New Jersey, Louise Minervino, has reestablished a State Library Preservation Advisory Committee to promote state-wide preservation initiatives and review guidelines for library materials preservation grants. Of the Committee's nineteen members, nine belong to MARAC including Karl Niederer, New Jersey State Archivist and current MARAC President. Betty Steckman, also a MARAC member, is on the State Library Staff in the Library Development Bureau and acts as the Committee coordinator. The Committee will meet several times a year.

★

SAA's Preservation Management Training Program Begins Northeastern Series in New Brunswick, New Jersey, November 7-12, 1992

Fourteen archivists from seven New England and Mid-Atlantic states, the District of Columbia, Canada, and Greece began an intensive three-week training program in preservation management sponsored by the Society of American Archivists with the support of a grant from NEH.

Evelyn Frangakis, SAA Preservation Officer, and Diana Alper, National Archives and Records Administration, led the six-day workshop, which covered collection surveys, environmental monitoring, and disaster plans. Guest lecturers Gary Albright (NEDCC) and Alan Lewis and Fynnette Eaton (both of NARA) discussed the preservation needs of photographs, film and video, and electronic records, respectively. Later, program participants toured the Special Collections of Alexander Library, Rutgers University.

During the winter, participants will complete collection surveys and draft disaster plans for their institutions. These will be reviewed at the second six-day session which runs from March 20-25, 1993. Karen Garlick of the Smithsonian Institution will join Evelyn Frangakis to examine care and han-

Continued on P. 10

Rutgers
School of Communication, Information and Library Studies
Professional Development Studies
4 Huntington Street,
New Brunswick, New Jersey 08903 908/932-7169

1992/93 Preservation Workshops

The Art of Videotape Preservation

When: Tuesday, March 16, 9:30 am-4:30 pm

For Whom: Anyone responsible for video collections.

Preserving Slides

When: Wednesday, March 17, 9:30 am - 3:30 pm

For Whom: Librarians, visual resources curators, archivists, media collection managers and others responsible for the management and preservation of color and black-and-white slides or transparencies; anyone wishing to improve mounting and masking practices associated with slides.

Registration: The fee of $59 includes coffee break, lunch, and materials. you will receive 0.5 CEUs, which can be applied towards the PDS Certificate in Preservation. *Registration deadline: March 1.*

Preserving Local Government Records

When & Where: This one-day workshop will be offered three times in early March; once in northern NJ, once centrally, and once in the south. Dates and locations to be announced.

For Whom: Librarians, curators, conservators, public officials and staff who work with archival collections of local government records.

Registration: The fee of $15 includes handouts, break, and lunch. Participants will earn 0.5 CEUs from Rutgers, which may be applied toward the PDS Certificate in Preservation. For further information, contact Betty Steckman, NJ State Library, at 609/984-3282. *Registration deadline: February 19, 1993. FOR THIS WORKSHOP ONLY,* make check payable to *NJ State Library* and mail with registration form to Preservation Workshop, New Jersey State Library, 185 West State Street, CN 520, Trenton, NJ 08625-0520. Phone: 609/984-3282.

Preservation Management: Planning For Preservation

When: Monday, May 10, 9:30 am - 4:00 pm; Tuesday, May 11, 9:00 am - 3:30 pm; and Friday, August 6, 9:00 am - 4:15 pm

For Whom: Librarians, archivists, curators, and others from public and private institutions responsible for the preservation and conservation of collections.

Registration: Limited to 20; the fee of $195 includes refreshments and materials (lunch is on your own.) Participants will receive 1.7 CEUs, which may be applied toward the PDS Certificate in Preservation. *Registration deadline: April 26.*

State and Local News

Continued from P. 9

dling of materials, holdings maintenance, conservation techniques, selection for preservation, reformatting, and exhibits.

MARYLAND

The Special Collections Department of the Milton S. Eisenhower Library at The Johns Hopkins University has received an NEH grant of $138,400 to develop an exhibit and series of 6 lectures on environmental history in the Chesapeake from the first colonial encounters among Europeans, American Indians and Africans up to the early nineteenth century. The exhibit will draw on books, maps and artifacts in the Eisenhower Library collections.

The Eisenhower Library also is planning a project to digitize the covers of their popular American sheet music (Lester S. Levy Collection). The cover images will be linked to the bibliographic record for each song. This system will be available over Internet through WAIS (the Wide Area Information Server).

Focusing on the Chesapeake watershed region, the entire program explores the interaction between inhabitants and the ecology of North America from the late seventeenth to the early nineteenth century. The primary goal of the program, which will take place in the fall of 1993, is to create an awareness of the changes that took place in the environment when European, African and American Indian cultures came together in the New World.

The exhibition, which will take place in the George Peabody Library at the Peabody Institute in Baltimore, provides background for the exchange of ideas in the lectures. The exhibit will be open from the night of the first lecture in October 1993 through the conclusion of the lectures in December. In January 1994 the exhibit panels will be used for a traveling exhibit which will go to public libraries and historical societies in the region.

Also in 1994, the Johns Hopkins University Press will publish the full text of the six lectures along with images from the exhibition. Project Director, Dr. Philip Curtin, will edit the volume and write the book's introduction.

★

The Montgomery College Archives is working on a videotape project for Cable 51 (Montgomery County, MD) entitled "Montgomery College: First in the State." The project objective is to enhance the county cable subscribers' awareness of Montgomery College, especially the college's history as an integral part of the community. Members of the college community, including retired faculty, alumni, and community members who have attended Montgomery College, speak of their experiences.

★

The George Meany Memorial Archives has a new exhibit on A. Philip Randolph commemorating the 100th anniversary of his birth and documenting his lifetime achievements as a trade unionist and civil rights activist.

★

Volume III of the *Guide to Photographic Collections at the Smithsonian* has been published. This volume covers the 3.5 million photographs in the Smithsonian's 7 fine arts museums. Diane Vogt O'Connor is the editor.

★

Between September 1992 and January 1994, Maryland's libraries and archives will be the focus of a major project to coordinate preservation planning for the state's printed and documentary resources. The Statewide Preservation Planning Project is sponsored by the Task Force to Initiate Preservation Planning in Maryland, a group formed in response to recommendations by the 1990 Governor's Conference on Libraries and Information Services. The Task Force has prepared a successful application to the National Endowment for the Humanities, Division of Preservation and Access which will support regional meetings of library professionals, business, community and government leaders; a statewide preservation assessment survey; and a published action plan.

The Task Force is chaired by project director, Scott Bennett, Director of the Milton S. Eisenhower Library at Johns Hopkins University. For information concerning the schedule of meetings and other project activities, contact project coordinator, Douglas McElrath, Maryland State Archives, 350 Rowe Boulevard, Annapolis, Maryland 21401. 401/974-3914.

OHMAR to Hold Spring Conference

Oral History for the Mid-Atlantic Region (OHMAR) will hold its Spring 1993 Conference in Hershey, Pennsylvania, April 2 and 3. The conference will begin Friday, April 2, with a tour of the Hershey factory and a dinner speaker, and continue Saturday with a full day of programs and a workshop.

For information about the meeting or about membership in OHMAR, write to Oral History in the Mid-Atlantic Region, P.O. Box 2351, Gallaudet University, Washington, D.C. 20002 or contact Joel Gardner (609) 779-2618.

DESPERATELY SEEKING NEWS

MARAC members want more news about other MARAC members and their institutions and activities. In order to meet this demand we at *maa* are especially interested in additional news items for "State and Local News" and the "People" sections.

News includes upcoming events as well as writeups of past events. Exhibits, legislative actions affecting the archival community, new programs, new archives, old archives with a new look, special events, members with new positions, members with promotions, members retiring and sadly, members who pass away are examples of news wanted. If you are not sure if your item is newsworthy, send it in anyway. We always appreciate more news from which to choose than too little.

Our State and Local News editor is Roger W. Fromm. Roger can be reached at Andruss Library, Bloomsburg University, Bloomsburg, PA 17815. Telephone: 717-389-4204 or fax: 717-389-3895. News about MARAC members should be sent to the editor, David Anderson. Please refer to the last page of this issue for a list of our editors. We are always happy to receive information about MARAC.

Job Announcement

Associate Curator Library Special Collections

Colonial Williamsburg Foundation
Associate Curator, Special Collections

Duties: Manages processing and collection maintenance for manuscript collections in the following formats: original, photocopy, transcript, and microform. Processing includes original cataloging into OCLC database via MARC AMC and the use of LCSH. Collections: 17th to 20th century. Performs reference duty for special collections and general library.

Qualifications: Requires graduate degree in the humanities, preferably American history or a Library Science degree form an ALA accredited school; candidate *must* have at least 1 to 3 years demonstrated experience using the MARC AMC format. Some supervisory, library automation, and work experience in a special collections also required.

Salary: $26,000 - 39,000. Send Colonial Williamsburg application and resume by 1/31/93 to Joanne Bryant, Employment Analyst, The Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, VA, 23187-1776. Call 804-220-7660 for application. EEO/AA.

PRESERVATION NEWS

Susan G. Swartzburg
Rutgers University Libraries

Abbey Publications has moved, with Ellen McCrady, to 7105 Geneva Drive, Austin Tx 78723; telephone (512) 929-3993.

★

"Where to Find It," in the *New York Times* "Consumer World" section, Thursday, November 12th, featured resources for the preservation and conservation of photographs. Conservator Mary Schobart is shown working at the Conservation Center for Art and Historic Artifact, Philadelphia. Also mentioned are former MARAC member Peter Mustardo and Nora Kennedy of Better Image photographic conservation studio in Pittstown, NJ.

★

The Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494, has prepared a new Technical Leaflet, *Duplication of Historical Negatives*, which is available free of charge. It is designed to help curators, collections managers, and others with collections of glass plate, cellulose nitrate, or cellulose acetate negatives assess their collections and determine if duplication is appropriate. The Center has expanded its photoduplication service and now has the capacity to preserve large collections of photographic material efficiently. In addition to reformatting services, NEDCC offers surveys of the preservation needs of photographic collections, and conservation services for treatment of photographic prints. NEDCC welcomes inquiries and will be glad to work with institutions in planning projects and developing funding requests.

Continued on P. 12

Current Reading

Bernardi, Maria Cristina. "Why Does Parchment Deform? Some Observations and Considerations," *Leather Conservation News,* 8 (1992), 12-16.

Examination of the possible relation of thickness of skin and deformation. Because skins differ, it was concluded that "it is risky to join different parchments selected on the basis of species homogeneity, thickness and grain direction." Previous restorations with different parchments and adhesives caused further problems. The author urges more study of the problem. References.

Davis, Nancy. "Hints for Preserving Family Photographs," *NEDCC News*, 4:2 (Fall, 1992), [4].

Basic tips on handling, housing and storage. To be placed on the mailing list to receive *NEDCC News* free of charge, contact the Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494.

"Disaster - Preparedness and Response," *Ojo: Connoisseurship & Conservation of Photographs*, No. 3 (Summer, July 1992) 1-8; entire issue.

Information for private collectors or small institutions that lack the resources of large institutional collections. Outlines basic steps for disaster prevention and to limit damage should disaster strike; considerable information on mold damage and on insurance. For institutions with photographic collections, a subscription to *Ojo* is strongly recommended; $10 per year to Jose Orraca Studio, P.O. Box 415, Kent, CT 06757.

Florian, Mary-Lou. "Saga of the Soggy Bag," *Leather Conservation News*, 8 (1992), 1-11.

Study of plastic bags used for the storage of objects, isolation, packing, emergency measures, and conservation treatments to determine their effectiveness through a review of the literature and a series of simple tests. Concludes that they may be helpful if the environment is stable and there is no threat of water. Most leak and they cannot be freeze-dried with materials inside them.

Gaylord Brothers. *An Introduction to Preservation*. Syracuse, NY: 1992. 6p. (Gaylord Preservation Pathfinder, No. 1)

A selected bibliography covering preservation basics: environmental controls, disaster preparedness and response, preservation of photographs, collections conservation of paper and books, commercial library binding, and preservation in public libraries. Citations are annotated. Available free of charge from Gaylord Bros., Box 4901, Syracuse, NY 13221-4901.

Larsen, A. Dean and Randy S. Silverman. "Preservation," *Library Technical Services*, 2nd ed., ed. Irene P. Godden. New York: Academic Press, 1991, 205-269.

This essay provides an excellent overview of preservation management issues of the 1990s. It covers the organization and administration of a preservation program; provides a clearly written overview of the brittle book problem and issues of deacidification and reformatting; and reviews the elements of a book and paper repair program in an institution. The role of a conservator in an in-house treatment program is emphasized. Disaster planning and recovery, weeding projects, and cooperative efforts are also discussed. Lengthy bibliography; recommended.

"Micrographic™ ; A State of the Art Color Microfiche System," *Paper Conservation News*, No. 63 (Sept. 1992), 6-8.

Describes a system that is stable and accessible to a reader with a magnifying glass. It can be transferred to digital format.

Simpson, Charles W. "Technical Services Research, 1988-1991," *Library Resources and Technical Services*, 36:4 (Oct. 1992), 383408.

Preservation concerns are discussed, pp. 395-397. These include collection analysis studies, preservation methods, and "general studies."

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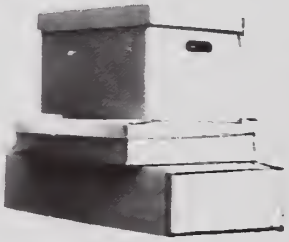

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EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

ARCHIVES OPENS TO RESEARCHERS

RECORDS OF BILL GLASS MINISTRY

Records of the Bill Glass Evangelistic Association have now been opened to researchers using the Archives of the Billy Graham Center of Wheaton College. Archives director Robert Shuster stated in his announcement that these records occupy a unique place in the history of Christian ministry in the United States.

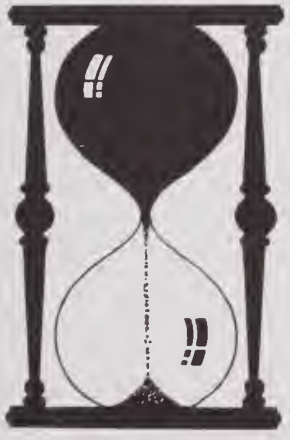
The Association was founded in 1969 by Glass whose background includes a divinity degree from Southwest Baptist Seminary and over a decade and a half experience as an award winning college (Baylor) and professional (Lions, Browns) football player. His evangelistic ministry has included radio, television, books, and city-wide crusades, but he is probably best known for the work his group has done in prisons.

The prison weekends organized by his Association use athletic workshops, led by sports figures from many fields, to create an atmosphere in which local volunteers can talk to prisoners on a one-to-one basis about the Christian faith and, where possible, begin an ongoing relationship of friendship and support.

"This collection is a rich resource for anyone interested in sports evangelism, prison ministry, mass evangelism, and many other topics related to American evangelicalism," Shuster said. "The files not only show the development of the Glass Association from its very beginning and how his prison work and city campaigns were organized, they also contain dozens of his sermons, photographs, magazine and newspaper clippings, tapes of services, and information on evangelistic activities of other sports figures. The collection is a treasure trove for the Christian worker, scholar and interested lay-person alike."

Glass said, "I have always had great respect for the Billy Graham Center and believe that their maintaining the archives for our ministry is going to be extremely helpful, not only to us, but also to other ministries through the years which is another illustration of the great impact of Billy Graham."

Those who want more information about the collection should contact the Reference Archivist, Archives of the Billy Graham Center, Wheaton College, Wheaton, IL 60187 or call 708/752-5910.



Bucks County Historical Society

Librarian

Librarian, Bucks County Historical Society/Mercer Museum, Doylestown, PA. The Library, one of five departments of the BCHS, consists of 20,000 volumes and 3,000 cu. ft. of manuscripts and archives of local history materials. Library also supports the collection of the Mercer Museum in early American technology. Librarian is responsible for long range planning, management and direction of the library with a staff of two PT library assistants and an active volunteer program.

Responsibilities include: directing library staff, grant writing, insuring proper processing and cataloguing of materials, working with other department heads, supporting public programs.

Qualifications: MLS or equivalent, plus 2-4 years administrative experience. Must have good communication skills and be computer literate.

Qualities include: team player with organizational and people skills.

Send letter, resume, and salary requirements to: BCHS, 84 S. Pine Street, Doylestown, PA 18901. No calls. EOE

Nation's Oldest Women's History Archive Celebrates 50th Anniversary

Northampton, MA—In what may go down in history as the "Year of the Woman," Smith College is celebrating the 50th anniversary of the nation's oldest collection of materials on women's history.

The Sophia Smith Collection—the country's oldest archives devoted completely to women's history, and the nation's primary repository of information on abortion and the reproductive rights movement—was established in 1942 by the Friends of the Smith College Library to collect writings by and about women. In the 50 years since its founding, it has become an internationally known resource for students, scholars, journalists, authors and those "just curious" about the history of women in the U.S.

The collection is noted primarily for its holdings on birth control and the reproductive rights movement in America. Included in the archives are the correspondence, writings and journals of birth control pioneer Margaret Sanger, as well as the records of the Planned Parenthood Foundation of America. The collection also includes the personal papers of Gloria Steinem and the records of *Ms.* magazine.

While special collections at many other institutions are restricted to use by scholars and authors, the Sophia Smith Collection is widely used by undergraduate students and by members of the general public, who have open access to the rich variety of rare materials.

"The materials are also invaluable in revealing information about *all* women's lives," says Sly.

EMPLOYMENT

Archives Technicians
Edison National Historic Site, National Park Service

West Orange, New Jersey

2 full-time, permanent positions, arranging and describing collections in the Edison Archives, the business and scientific papers of Thomas A. Edison.

Qualifications: Progressively responsible experience in an archives, library, or museum with archival holdings. Bachelor's or master's degree in relevant subject may be substituted for some experience.

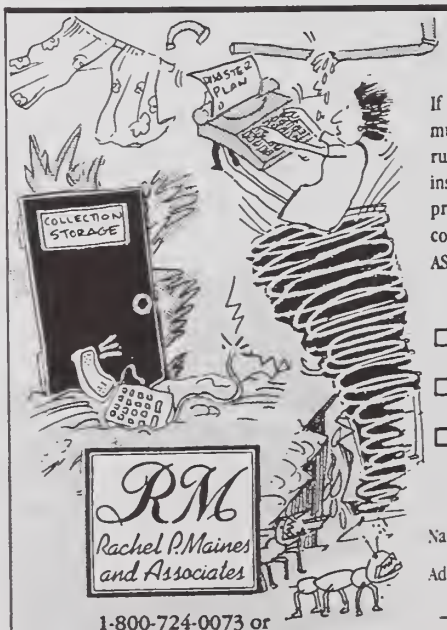
Salary: $24,368 plus benefits.

Edison National Historic Site is located 15 miles west of NYC, easily reachable by public transportation or car. For position description and federal employment application forms, contact Edward Wirth, Edison National Historic Site, Maine St. and Lakeside Ave., West Orange, NJ 07052, 201/736-0550. Deadline: March 15, 1993.

Manager, Systems and Records Management Services, Manuscripts and Archives, Yale University Library.

Develops and administers records management services for university records and coordinates the department's information systems. Works with staff to implement systems and records management programs and projects.

Qualifications: BA degree in relevant discipline. Two years experience in records management operation, including management, supervisory responsibilities or an equivalent combination of relevant education/experience. Substantive experience in managing manual and automated information systems. Excellent oral and written communication skills. Ability to plan, manage, and coordinate complex projects. Ability to work effectively with others. Formal archival, records management or information systems training or education. Records or systems management experience in an academic environment. Substantive experience with information systems analysis, development of system requirements and implementation of systems are all desirable. Please send letter of application, resume, and names of 3 references to: Library Personnel Services, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. EEO/AA



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MEDICAL CENTER ARCHIVIST

Exciting opportunity to administer all aspects of a medical center archives at a major metropolitan area health care institution. The Mount Sinai Medical Center offers an excellent salary and benefits and a pleasant work environment. The archivist will work closely with the library staff and report to the Library Director.

Responsibilities include appraising, accessioning, arranging, describing and preserving the archival collection, developing and implementing institutional archival policy in conjunction with the Library Director and institutional administration, providing reference and other services to users, creating MARC records for local online and OCLC catalogs, preparing exhibits and writing about the history of Mount Sinai and the collections.

Requirements for the position include a Master's Degree in History or Library Science with formal training and/or coursework in archives administration, a minimum of three years of archives experience, ability to work effectively with researchers, library and medical staff and excellent verbal and written communication skills. Experience with computer systems a plus.

Send letter of application, resume and names of three references to Lynn Kasner Morgan, Director, Gustave L. and Janet W. Levy Library, Box 1102, Mount Sinai Medical Center, New York, New York 10029. Applications accepted until position filled but those received by December 31 receive first consideration. Position available April 1, 1993.

People

Dean Yates, project archivist for the NHPRC funded "Guide to State Agency Records," has left the Maryland State Archives to accept the position of Archivist at the University of North Dakota.

M. Lee Sayrs has joined the staff at the George Meany Memorial Archives. Sayrs worked previously at the Southern Labor Archvies, Georgia State University.

Susan Rosenfeld (formerly Susan Rosenfeld Falb) resigned as the official historian at the FBI to move to New Orleans, Louisiana, where she is consulting, lecturing, editing, and writing a book.

ARCHIVIST

Carnegie Mellon University, Pittsburgh, PA

The University Libraries seek an Archivist to join the staff of a rapidly growing archival program. The Archivist will be responsible for establishing an archive for the papers of the late Senator H. John Heinz III and will include arranging and describing collections; creating inventories and other finding aids using microcomputer-based systems; providing reference services; creating USMARC/AMC records in OCLC; researching and/or installing exhibits; and supervising support staff in each of these activities. The Archivist may be involved in projects to microfilm collections and to investigate alternatives for archiving electronic datafiles. The Archivist reports to the University Archivist and is a member of the professional staff of the Carnegie Mellon University Libraries.

Qualifications: A Master's degree in a relevant field, graduate archival training or professional experience, and good communication skills are required. Experience with microcomputing and OCLC is preferred.

Salary: From $23,500 depending upon qualifications and experience. University flexible benefits plan.

To apply: Send letter of application, resumé, and the names of three references to: Head, Administrative Services, 4825 Frew Street, Pittsburgh, PA 15213-3890. Applications received by February 15, 1993, will be given first consideration. Minorities and women are particularly encouraged to apply. Carnegie Mellon University is an AA/EEO employer.

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 29 October 1992 in Buffalo, New York. Steering Committee:

- approved the minutes of the 5 August 1992 Steering Committee meeting, with no corrections;
- passed a motion that MARAC will not sell alcohol at semi-annual meetings or any other functions;
- approved the renewal of the contract between MARAC and the MARAC Administrator, Marsha Trimble, for another year;
- passed a motion requiring the Education Committee to submit a written application for funds from the state of Pennsylvania to be used for workshops at the Gettysburg meeting for Steering Committee approval;
- passed by acclamation the recommendation of the Outreach Committee that a Service Award be presented to Bruce Abrams for his very successful efforts to sell advertising space in the Mid-Atlantic Archivist and other MARAC publications;
- passed a motion that funding will be withdrawn from any currently outstanding volumes in the symposia series not at the printer by the end of September 1993; and
- accepted the recommendation of the Publications Committee that the requested reprinting of an article from the MAA be allowed, providing that the author of the article agrees.

The Vice Chair reported on behalf of the Chair:

- the Chair's regrets at being unable to attend the meeting in Buffalo;
- that Nancy Fortna is replacing a member who resigned from the Finding Aids Award Committee;
- that he has not yet appointed the Special Committees to Study Endowment and Tax Exempt Status; and
- that the grant application for funding to establish a consultant program in the MARAC region based on the New Jersey CAPES (Caucus Archival Project Evaluation Service) model was not completed in time for the NHPRC deadline but will possibly still be submitted to NEH; and

on past and future meetings:

- Spring 1993, Long Branch, NJ, 6-8 May - Ocean Place Hilton Venue, Tom Frusciano, program chair, Elsalyn Palmisano-Drucker, local arrangements chair;
- Fall I 1993, Gettysburg, PA, 4-6 November - Gettysburg

Hotel Venue, Michael Musick and Judy Thorne, program co-chairs on a war and peace theme, David Hedrick, local arrangements chair; and

- no sites have been set beyond this point, but Annapolis is being investigating, along with a possible fixed site, perhaps in Wilmington.

Steering Committee also:

- discussed various problems associated with the selection of sites for the semi-annual meetings, meeting expenses, and programs for meetings;
- received the Treasurer's Report for FY 1991-92, discussed procedures for member notification of the proposed dues increase to be voted on at the Spring 1993 Business Meeting in Long Branch, and discussed payment of commitments in excess of guidelines entered into by program and local arrangements committees; received the report of the MARAC Administrator that membership renewals were sent out to 1058 members in September, of which 705 had renewed (with 69 new members since June), and that the database would be purged at the end of January, that the membership directory would be printed and mailed in February, and that total publications sales for May-October 1992 were $188.50;
- received the report of the MARAC Archivist that he was sorry not to be able to attend the meeting, that Bruce Wilson would receive materials for the archives in Buffalo, and that any requests for information from the archives must be submitted by December 31 or they will not be answered until February, after the move of the Archivists' department;
- received the report of the Education Committee that they are investigating various cosponsors for workshops at semi-annual meetings and that they hope to institute the CEU (Continuing Education Unit) system for MARAC workshops at the Long Branch meeting;
- received the report of the Finding Aids Award Committee that three award winners would be announced at the Business Meeting;
- received the report of the Membership Development Committee that Jennie Guilbaud would be the liaison to the Outreach and Education committees and that the Committee is working on ideas for the New Member Orientation, plans to increase membership, and special efforts to reach such groups as students and religious archivists;
- received the report of the Nominations and Elections Committee that a full slate of candidates has been proposed and that the committee recommends that more opportunities be offered for members to nominate others for office;
- received the report of the Outreach Committee that they have worked out some ideas for a brochure series aimed at specific audiences and will present drafts to the Publications Committee by the Long Branch meeting; committee representatives have also reviewed materials prepared by the MARAC Chair on the consultants program proposal;
- received the report of the Publications Committee that the Committee is looking for ideas for technical leaflets, that the Committee is still trying to bring out the two volumes-in-progress in the symposia series, that Dick Wood of the Publications Com-

mittee has begun to work with David Anderson on the newsletter (but that this will not solve the problems with 4th-class mail delivery and late copy), that MAA deadlines will be adhered to more stringently in the future, and that the MAA editor is having a very difficult time getting local news from state representatives;

• directed the various committees to submit their responses to the long-range plan in writing to the Conference Chair by January 15 so that these committee plans can be discussed at the winter Steering Committee Meeting; and

• set the next meeting of the Steering Committee for Thursday, February 11, in Baltimore at the Maryland Historical Society.

Buffalo, New York
31 October 1992

MARAC Business Meeting Minutes

Jodi Koste called the meeting to order at 8:45 a.m.

1. The minutes of the Business Meeting of 9 May 1992 in Pittsburgh, Pennsylvania wereapproved as published in the *Mid-Atlantic Archivist.*

2. Chair's Report - Jodi Koste (for Karl Niederer)

a. Nancy Fortna has been appointed to the Finding Aids Award Committee. No appointments have been made to the Special Committees to Study Endowment and Tax-Exempt Status.

b. The grant application for funding to establish a consultant program in the MARAC region based on the New Jersey CAPES (Caucus Archival Project Evaluation Service) model was not completed in time for the NHPRC deadline but will possibly still be submitted to NEH.

c. The committee and officers' guidelines for the MARAC Handbook have been revised and new official copies will be distributed before the winter Steering Committee meeting.

d. MARAC Archivist Lauren Brown has announced that the archives will be closed from December 31 until February, due to the move of the Maryland Special Collections Department; the Archivist regrets that he could not be in Buffalo, but Bruce Wilson will be happy to receive any materials to be added to the archives.

e. The Education Committee will be implementing the committee's plan for a workshop program, under whose auspices continuing education units may be offered, at the Spring 1993 meeting in Long Branch, New Jersey. The Committee has also announced that money has been found for the co-sponsorship of workshops at both the Long Branch and Gettysburg meetings.

f. The Finding Aids Award Committee is looking for submissions for the 1993 awards; members are encouraged to submit nominations by the December 31 deadline.

g. The Membership Development Committee is working to achieve the membership goal of 1500 by the year 2000; plans are also being developed for the New Members' Orientation.

h. The Nominations and Elections Committee reported that a full slate of candidates has been proposed for the positions of Chair, Vice-Chair, Members-At-Large, Nominations and Elections Committee, and the Arline Custer Award Committee.

i. The Outreach Committee has worked out some ideas for a brochure series aimed at specific audiences and will present drafts to the Publications Committee by the Long Branch meeting.

j. The Publications Committee is looking for ideas for new technical leaflets; a deadline has been set for the two volumes-in-progress in the

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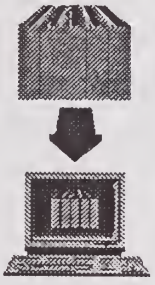

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symposia series; there has been a new technical leaflet for sale at this meeting it is not on sale this morning, but is available from Marsha Trimble; Dick Wood of the Publications Committee has begun to work with David Anderson on the newsletter, but this will not solve the problems with 4th-class mail delivery and late copy; MAA deadlines will be adhered to more stringently in the future; and the MAA editor is having a very difficult time getting local news from state representatives.

3. **Vice Chair's Report - Jodi Koste**

a. The following dates and locations for future meetings were announced: Long Branch, New Jersey—6-8 May 1993 and Gettysburg, Pennsylvania—4-6 November 1993. The Meetings Coordinating Committee is looking for sites for 1994; these sites should be set now, so volunteers are needed to handle future local arrangements.

b. The Meetings Coordinating Committee is looking for ways to reduce the costs of meetings, including an investigation into a possible fixed site.

4. **Administrator's Report - Janet Linde for Marsha Trimble**

Membership renewals were sent out to 1058 members in September, of which 705 have renewed (with 69 additional new members since June), and the database will be purged at the end of January; the membership directory will be printed and mailed in February; and total publications sales for May-October 1992 were $188.50.

5. **Treasurer's Report - Kim Byers**

The Treasurer reviewed MARAC's budget for 1992-93 and the Treasurer's Report for 1991-92. He pointed out in particular the income and expense totals in each of these documents and asked the members to look at these with a view towards the dues increase that will be discussed under new business.

6. **Program Committee Report - Buffalo - David Carmicheal**

David thanked his committee and Heidi Ziemer for all their help.

7. **Local Arrangements Committee Report - Buffalo - Heidi Ziemer**

Heidi made some logistical announcements and then thanked her committee, David Carmicheal and a long list of others for their help with local arrangements for the meeting.

8. **Arline Custer Award Presentation - Emily Oakhill**

Emily named the members of the Award Committee and announced that nine entries had been received of eligible publications dating from August 1991 through July 1992. She then presented the 1992 Awards to:

Managing Archival and Manuscript Repositories, by Thomas Wilsted and William Nolte and *Records Management Handbook for United States Senators and Their Archival Repositories*, issued by the Senate Historical Office, Karen Dawley Paul, Archivist.

9. **Heidi Ziemer presented a MARAC Service Award** to Bruce Abrams for outstanding Service as Advertising Editor for the Mid-Atlantic Archivist.

10. **New Business - Dues Increase**

Jim Byers reported that the Steering Committee had voted at the August Steering Committee meeting to recommend that annual dues be increased from $10 to $15. The increase will be voted on at the Long Branch meeting, following written notification of the membership. The bottom line is that MARAC is currently solvent, but that conference income is decreasing at the same time as our dependence on that income has increased. There followed some discussion of suggested ways to cut meeting expenses and costs in general. No opposition to the dues increase was voiced.

11. **Local Arrangements Preview - Long Branch - Ron Becker**

A slide show depicting the attractions of Long Branch was shown.

12. **Barbara Niss presented the following resolution:**

Whereas:

The program said come "Back to Buffalo" to learn about outreach, because what do we know?

So we sat and heard from all kinds of people how to reach out to user, what's behind stained-glass steeples;

And we learned how to design new brochures, oh, so elegant, and to talk to legislators whether donkey or elephant;

And the NARA players came to downtown Buffalo to show us how to tell our researchers where to go;

And we sat and we pondered on MARC.AMC, and getting more attention for you and for me;

We learned to store our records in a format for the future and how to make our patrons share in that nurture;

And whom do we have to thank for all this?

But David Carmicheal and quite a long list of archivist all who busted their butts on the Program Committee. You guys must be nuts!

But we sure do thank you for all that you've done

And want to assure you we learned and had fun!

16. **Jennie Guilbaud presented the following resolution:**

Whereas some arrived by air, some came by car, and some by the infamous Route 219, the most hellish by far.

The wind was brisk and the Falls were wet and it hasn't snowed...no, not yet;

Whereas we did not know that Buffalos had wings. Or that beef came on weck or at least that last time we checked;

Whereas apples were delicious and the popcorn was a treat. And fun was had again in the Hospitality Suite. So that we did not need to go to Club Heat.

Whereas the Local Arrangements team scored as big as the Sabres. And the Buffalo Lager was much in favor;

Whereas we saw some of the strangest people we had ever seen. And then we realized it was Halloween;

And whereas the hotel was the Hyatt of elegance. We'll see if this challenge can be upheld in Long Branch.

And so we thank Heidi Ziemer and her crew for showing us the Buffalo we never knew.

which was approved unanimously.

17. The meeting was adjourned at 9:42 a.m.

Respectfully submitted,

Janet R. Linde

MARAC Secretary

CALL FOR ARTICLES: A NEW ADDITION TO THE *maa*

Would you like to write an article which features your organization? The *Mid-Atlantic Archivist* will provide you with just such an opportunity. "Institutional Profiles" will begin with the Spring, 1993 issue. In each issue we will publish two profiles.

Just what is an "Institutional Profile," you might ask. It is a general overview of your organization or some aspect of your organization which you feel would be of interest to the MARAC readership. If you wish to showcase your institution, please send an article of approximately 750 words to *maa* by March 1st. If you would like to send a photograph or type of graphic to illustrate your article, please send it with the article. Please note that graphics will not be returned. (for later issues, send your article by the published deadlines).

Dues Increase Proposed

At the Buffalo conference this fall, one of the topics of discussion at the Saturday morning MARAC Business meeting was the proposal from the Steering Committee for an increase in dues for full members from $10.00 to $15.00 per year. As Treasurer I made the recommendation to the Steering Committee, and I want to explain the reasons why.

MARAC derives most of its annual income from two sources – membership dues and conference income. Though there are other sources of income in the MARAC budget, none compares to these two in dollar amounts. A quick look at the FY91-92 budget summary will show you that our conference income was down considerably from the previous fiscal year ($2,679.16 versus $18,131.29). It is clear that our critically low profit for FY91-92 ($11.96) is a direct result of low conference income. MARAC has come to depend, almost subconsciously, on highly profitable conferences.

For some, the "fix" for this situation may appear to be raising conference income. I do not agree, and there are two primary reasons why.

First, conference attendance has been somewhat lower than expected, even though those expectations were not high due to the location of more recent conferences. Many MARAC members who would otherwise go to these conferences belong to organizations which do not have funds available to pay for conference trips as they used to be able to do. In these recessionary times, those same organizations are also not able to provide other conference support which helped to lower costs for local arrangement committees. Basically, it is costing MARAC more to put on a conference today than it did two or three years ago, and that means a lower profit.

Second, MARAC has always stressed that it is an organization dedicated to improving education and training in the archival profession. All MARAC conferences promote education and training. If we seek to recover a higher profit in conference income, we will be charging a much higher registration fee (and probably other fees) to fewer (about 200 for the last three conferences) conference goers. You can well imagine what that would do to conference costs. MARAC conferences would soon be small, cozy affairs. To add another point here, those who can benefit most from education and training opportunities are just beginning their careers in the archival profession. They are also the ones not making great fortunes in the archives business (are any of us?) and least able to afford high conference costs. By raising our conference costs for a higher profit, we will be depriving those who most need the educational benefits of that conference.

This leaves us looking again at membership dues. To increase the dues for a full member by a few dollars represents a far more even way to resolve this financial problem. It also provides a more dependable source of income than potential profit from a MARAC conference. MARAC operating costs are equitably spread among a larger MARAC membership rather than a smaller number of attendees to a MARAC conference.

As a final note, I want to point out that this dues increase is being recommended as a financial planning measure, and not in reaction to a real or perceived crisis. MARAC began FY92-93 with $43,585.92. During this fiscal year, we could lose up to $6,000 (see MARAC FY92-93 budget, last newsletter) as we decide whether to increase our dues. This recommendation will be voted on at the Long Branch meeting next spring and, if passed, put into effect with next year's dues. If we operate at a deficit this year, those funds will be taken from the budget category identified as "Surplus", also listed in the Treasurer's Report. But we will still be solvent with $35,000+ in funds. What we must do, however, is avoid continued loss of funds each year.

Please look over the Treasurer's Report and if you have questions regarding this increase, please do not hesitate to contact me. Phone: 202-357-2781, FAX: 202-786-2608.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Treasurer's Report, 1991-1992 Fiscal Year
October 1, 1991 - September 30, 1992

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1990-91 Actual
REVENUE AND SUPPORT								
Membership Dues	$9,600.00	$8,578.00	$1,234.00	$450.00	$1,766.00	125%	$12,028.00	$9,203,60
Publications Sales	1,000.00	126.76	53.70	140.50	76.50	37%	397.46	842.15
Pub. Advertising	1,500.00	276.00	205.00	432.00	220.00	75%	1,133.00	1,244.00
Bank Interest	2,250.00	154.91	373.61	733.05	813.00	93%	2,074.57	2,232.80
Conferences	9,000.00	0	2,697.16	0	0	30%	2,679.16	18,131.29
Mailing List Sales	160.00	0	40.00	20.00	0	37%	60.00	130.00
Contributions	0	250.00	0.	85.00	45.00	--	380.00	0
Total Revenue and Support	**$23,510.00**	**$9,385.67**	**$4,585.47**	**$1,860.55**	**$2,920.50**	**80%**	**$18,752.19**	**$31,783.85**
EXPENSES								
Admin. & General	$3,260.00	$384.87	$1,470.89	$432.70	$97.39	73%	$2,385.85	$2,381.75
Membership	2,650.00	363.30	407.78	159.15	145.27	41%	1.075.50	1,924.53
Committees	2,750.00	35.16	1,066.79	644.53	685.15	89%	2,431.63	2,671.56
Conference Advances	1,500.00	500.00	0	1,000.00	0	100%	1,500.00	4,033.88
Publications	10,000.00	2,376.30	2,173.40	2,591.00	1,875.00	90%	9,015.70	11,571.72
Awards	300.00	200.00	0	100.00	0	100%	300.00	200.00
Postage	2,700.00	407.28	602.28	206.76	705.84	71%	1,922.16	0
Other Expenses	0	0	7.50	101.89	0	--	109.39	97.00
Total Expenses	**$23,160.00**	**$4,266.91**	**$5,728.64**	**$5,236.03**	**$3,508.65**	**81%**	**$18,740.23**	**$22,879.64**
NET INCOME or (NET LOSS)		**$5,118.76**	**($1,143.17)**	**($3,375.48)**	**($588.15)**		**$11.96**	**$8,904.21**

SUMMARY

Opening Balance	$44,174.07
Income	2,920.50
Expenses	3,508.65
Closing Balance	**$43,585.92**

Cash Accounts

Checking Accts:	$3,081.43
Savings Accts:	15,691.49
	24,813.00
Total	**$43,585.92**

Fund	Opening	Credits	Debits	Closing
Current	$6,839.07	$2,875.50	$3,508.65	$6,205.92
Endowment	6,335.00	45.00	0	6,380.00
Reserve	24,000.00			24,000.00
Surplus	7,000.00			7,000.00
Totals	**$44,174.07**	**$2,920.50**	**$3,508.65**	**$43.585.92**

Session Abstracts

Registration for MARAC Sessions, Buffalo Conference

CREATIVE PRESERVATION AWARENESS

This session examined two university campaigns designed to educate faculty, staff and students about preservation concerns in the library. Because maintaining collections in usable form is a high priority in the archival community, it is imperative that archivists educate people who work in, use, and provide financial support for the library or archives. Diana Shenk introduced the session by stressing the need to plan creatively each preservation education campaign. She outlined some of the issues which need to be addressed before launching a successful program. These issues include selecting an audience, choosing a medium, timing the campaign to reach the greatest number of people, and evaluating the campaign to see what did and did not work.

Jackie Esposito discussed an ongoing preservation education campaign at Penn State. The first phase of the "No Food No Noise" campaign, launched in the Spring of 1991, included a series of posters displayed throughout the library. Buttons and bookmarks which matched the poster design were also distributed to staff and users. The second phase of the campaign utilized exhibits as a preservation education tool. Esposito noted that the most successful exhibit displayed during the campaign illustrated the destructive results of eating and drinking in the library by including real trash in the exhibit case. She then evaluated the campaign with the session audience, reviewing what she saw as the shortcomings and successes of the first comprehensive preservation education initiative at the University Libraries.

Susan Swartzburg reviewed issues which should be addressed when implementing a preservation education program. Because the target audience, the institutional climate, and the educational goals are different for each program, great care needs to be taken in the planning and development stages of the process. She stressed the importance of educating people about the role of preservation in the organizational structure. Swartzburg also discussed preservation initiatives and projects which have been successful at Rutgers University.

Reported by Diana L. Shenk

Session Abstracts

ANNIVERSARIES AND SPECIAL EVENTS AS OUTREACH

The standing-room-only audience at this session learned that anniversaries and special events provide unique opportunities for archival outreach. The session participants underscored the fact that archivists often play a central role in producing the actual celebrations or commemorative events and that the celebrations, in turn, focus public attention on the wealth of materials available in the archives.

Leonora A. Gidlund, Assistant Director of the Municipal Archives for the New York City Department of Records and Information Services, chaired the session, an appropriate position given the leading role she has played in coordinating the highly successful New York Archives Week program. Gino Francesconi, Museum Director and Archivist for Carnegie Hall, spoke eloquently on "Carnegie Hall: Establishing an Archive Overnight". His is an archival success story. He literally started from ground zero, building a comprehensive archives and a museum for Carnegie Hall from four boxes of materials and fifty photographs. His astonishing success resulted, in large measure, from his indefatigable follow-up of every lead, no matter how obscure or seemingly impossible, for donations.

Jean Hrichus, Information Services Manager for Corporate Operations and Systems of The Chase Manhattan Bank, N.A., spoke on "Archives and You: Partners in Progress". She stressed the necessity for archivists to make themselves invaluable to their institutions and to anticipate needs; an archivist must be proactive rather than reactive. Creating opportunities and taking risks is essential, as is the need to educate supervisors. James K. Sepulvada, Vice President for Corporate Operations and Systems of The Chase Manhattan Bank, N.A., reiterated Jean Hrichus' injunction that it is imperative for archivists to actively demonstrate the value of their services and to continually educate management in his presentation, "How an 'Old' resource Becomes a New Management Tool". He learned, under Ms. Hrichus' tutelage, that Chase Manhattan Bank's archives were a living, valuable resource.

Robert C. Morris, Director of the National Archvies - Northeast Region, spoke on "Looking Backward: The National Archives, Anniversaries, and Outreach". He stressed that it is essential for an institution and its archivist to choose carefully, from among all likely candidates, those anniversaries or special events which provide the best opportunities for celebration. It is important, at every stage of planning a celebratory event, to define what benefits or results are expected from this particular occasion.

--Joan Echtenkamp Klein

RARA AVIS IN THE FLOCK: HOW ARCHIVISTS DEAL WITH THE NON-ARCHIVAL WORLD

Session Participants: Sandy VanDoren, Radix Rerum; Lily Schwartz, Philadelphia Jewish Archives Center; Margo Szabunia, Balch Institute, Philadelphia

Archivists often encounter (sometimes more often than they would like) those who are unfamiliar with archives and archival work, and must develop strategies for making the archival world a little more familiar and intelligible to the non-archival world, and the various responses and approaches used to invite the non-archivist into the world of archival theory and practice.

Archival consultant Sandy VanDoren of Radix Rarum began the session with "The Avis Takes Flight: Setting Up an Archives at a Secondary School." VanDoren identified two methods of outreach: providing basic archival education and offering archival services. She used her experience in establishing an archives at the Baldwin School, a preparatory school for girls in Bryn Mawr, Pennsylvania, as an example of the combined approach of education and service. The Baldwin School represented the non-archival world, with no conception of archival process, and only the desire to make order out of chaos. The first step in drawing the school into the archival world was to present it with a clear, precise, written proposal of the amount of time, labor, supplies, and money needed, and a description of process necessary to accomplish the desired ends. In this way a little education was imparted and the organization was provided with a reasoned analysis of what it could expect from the archivist's services. Next, periodic progress reports kept the school apprised of ongoing activities, especially in relation to the original proposal, and invited their response. Throughout the process, flexibility on the part of the archivist to me needs of the organization was imperative, since "it is the archivist who is the only one sufficiently familiar with the exigencies of her work to know where it can, in fact, bend." Compromise can be a useful tool to impart archival knowledge and to draw the archival and non-archival worlds closer together. The final step was to ensure that the school understood the implications of the final product in relation to access, storage, security, preservation, expansion, and staffing.

Lily Schwartz of the Philadelphia Jewish Archives Center continued the discussion with "Rara Avis in the Flack: Dealing with Non-Archival Overseers." Although the Philadelphia Jewish Archives Center is a well sponsored and strongly supported community repository, indeed the first community-sponsored archives in the country, the community at large, and even those most closely associated with the Center, are still unacquainted with how the archives functions. Keeping the various community constituencies interested and involved in the archives is essential to the Center's existence. Opening the door to the archival world helps to ensure continued support, while broadly increasing the understanding of the archives's ultimate importance. Significant outreach tools for the Center have been the biannual newsletter and the Friends of the Archives group. The most difficult constituencies to reach and persuade are

the Orthodox community and other non-Jewish Federation-supported organizations and synagogues. For these groups, the efforts of the archives's Advisory Board have been somewhat successful, and the archivist's efforts to contact synagogues going out of existence has also reaped donations. The Center's association with the Balch Institute has been beneficial for outreach through the use of education programs and the Institute's exhibition space. Successful grant applications and publication in Jewish community newspapers have also increased awareness and reinforced its importance. Targeted mailings of correspondence, brochures, and invitations to functions continue to be successful outreach tools. Lastly, active participation in the workings of the archives itself opens the door and draws the community into the very center of the archival world. This has been accomplished through a carefully-monitored volunteer program and orientations and tours for Advisory Board members.

Margo Szabunia of the Balch Institute for Ethnic Studies rounded off the session with "The Avis Roosts: Encouraging Outsiders to Participate in Archival Activities." Szabunia's presentation included slide and video segments to help demonstrate the outreach efforts of the Balch Institute's three-year archives project to collect and preserve the records of Philadelphia-area ethnic organizations: the Delaware Valley Regional Ethnic Archives Project (DelREAP). The initial challenges were to sell the idea of archival preservation and to familiarize potential donors with archival and research components of the Balch Institute. The first step was targeted mailings of concise, pithy letters accompanied by general information brochures. Some mailings also included prepared ethnic-specific heritage leaflets. In developing the leaflets, soliciting feedback from ethnic organizations on content was also a good vehicle for involving organizational and community leaders. As expected, response to direct mailing was low, so that follow-up calls were imperative in garnering participation. Inviting willing participants to the facility for a meeting and a tour opened the door a little wider, and viewing the collections fad the effect of drawing participants across the threshold. The key elements emphasized to solidify participation were the Balch's financial resources, flexibility in donor agreements, issues of preservation and access, scholarly publications produced through research at the Balch, and the potential of electronic networking. "Technology always impresses. Donors are boggled by the potential research audience made possible by such a bibliographic network [as OCLC]!"

The other side of the program was the Balch's active and systematic public relations efforts through newspapers, radio, and television. Press releases soliciting material ran in a dozen or so Philadelphia-area ethnic newspapers, as well as the *Philadelphia Inquirer*. Public service announcements in three languages also ran on local cable television. Szabunia summarized that a successful outreach program should be aggressive in selling the institution and the archival services it offers. She also noted that persistence ("the drip and nag approach") offers rewarding results. While the non-archival world becomes more familiar with the archival through these efforts, the added benefit for the institution in this process is that the archives also gets to better know the communities it intends to document, which ultimately serves the interests of both the archival and non-archival worlds.

--Max Yela

THE HUCKLEBERRY FINN MANUSCRIPT SESSION

Speakers: William H. Loos, Curator of Rare Books at the Buffalo and Erie County Public Library; Victor Doyno, Professor of English at the State University of New York at Buffalo; Chair: Michael Joseph, Rare Book & Jerseyana Catalog Librarian, Rutgers University

William H. Loos, Curator of Rare Books at the Buffalo and Erie County Public Library talked about the relationship between the manuscript of Huckleberry Finn and his library – the manuscripts repository – and about Mark Twain's residence in Buffalo, an oft-overlooked portion of the author's life. Twain originally gave the manuscript to James Fraser Gluck, an avid collector, who simply wrote to him requesting " a manuscript" for his collection. Ultimately, Gluck donated *Huckleberry Finn* to to Library, but, oddly enough, retained borrowing privileges to it. When he died suddenly, he apparently had the first half of the manuscript (absenting its title page) in his study, from which it was gathered together with the rest of the dead man's papers and, lacking obvious identification or ownership marks, it was filed in a trunk. Until January or February 1991, there it remained.

Mr. Loos' report of the manner in which the shocking re-discovery of the *Huckleberry Finn* fragment spread through the scholarly and bibliographic communities, and the difficult steps leading up to his library's triumphant reacquisition of it, mad exciting telling.

Victor Doyno, Professor of English at the State University of New York at Buffalo, talked about the relationship between the Huckleberry Finn manuscript and literary scholarship. A practitioner of genetic scholarship, or the study of how texts evolve through successive drafts, Professor Doyno discussed how the manuscript of Huckleberry Finn might be used to illuminate the creative workings of Twain's mind. Handing out a photocopy of the manuscript's opening, he attempted to demonstrate the kinds of choices Twain faced in creating and refining the character of Huckleberry Finn. To the great delight of the session's attendees, Professor Doyno also read a section of the manuscript omitted from the published text, in which Jim recounts his misadventures "warming up" a cadaver.

Following Professor Doyno's electrifying reading, a lively question and answer period brought a highly entertaining and informative session to a close.

--Michael Joseph

PRESERVATION/CONSERVATION CALENDAR

Compiled by Susan G. Swartzburg, Rutgers University Libraries

1993

January 30: New Brunswick, NJ. "The Care of Family Memorabilia," a workshop led by Janet Riemer, preservation archivist and geneologist, for the Friends of the Rutgers University Library. Contact: Jan Leavitt, Friends Coordinator, Rutgers University Libraries, P.O. Box 5062, New Brunswick, NJ 08903-5062.

February 9: Radford, VA. "Preserving Scarce Resources: A Wellness Program for Library Collections." Instructor, Julie Arnott, SOLINET. Fee: $70 for SOLINET members; $100 others. Contact: SOLINET, 1438 West Peachtree Street, NW, Suite 200, Atlanta, GA 30309-2955.

February 11: New Orleans, LA. "Strategies for Disaster Preparedness." Instructor: Julie Arnott, SOLINET. Fee: $70 for SOLINET members; $100 others. Contact: SOLINET, 1438 West Peachtree Street, NW, Suite 200, Atlanta, GA 30309-2955.

March 18: NARA Conference

March 26: Nashville, TN. "Preserving Collections in a Hostile Environment," a workshop that will address how to provide the environmental protection of collections. Instructor: Dr. Michael Trinkley, Director, The Chicora Foundation. Fee: $70 for SOLINET members; $100 others. Contact: SOLINET, 1438 West Peachtree Street, NW, Suite 200, Atlanta, GA 30309-2955.

April 15: Atlanta, GA. "Architectural Records: Identification, Preservation, and Access," co-sponsored by the Society of American Archivists and the Society of Georgia Archivists. Instructor: Waverly B. Lowell. Contact: SAA, 600 South Federal, Suite 504, Chicago, IL 60605.

May 3-5: Memphis, TN. National Earthquake Conference: Earthquake Hazard Reductino in the Central and Eastern United States. Contact: Central U.S. Earthquake Consortium, 2630 East Holmes Road, Memphis, TN 38118-8001.

May 6-8: Long Branch, NJ. Mid-Atlantic Regional Archives Conference Spring meeting. Program will include a pre-conference Seminar on Disaster Planning, conducted by Susan G. Swartzburg, Preservation Specialist, Rutgers University; a preservation update; preservation film festival; and other preservation-related programs. Contact: Elsalyn Palmisano-Druckner, West Long Branch Public Library, 95 Poplar Avenue, West Long Branch, NJ 07764.

May 12-15: Chicago, IL. Association for Recorded Sound Archivists Conference. Contact: ARSC, P.O. Box 10162, Silver Spring, MD 20914.

May 21-22: Atlanta, GA. "The Magnetic Media Challenge: Preservation of Audio Tape and Videotape in Libraries and Archives," sponsored by the ALA Preservation of Library Materials Section, the Association of Research Libraries, and the Society of American Archivists. Contact: ALCTS, 50 East Huron Street, Chicago, IL 60611.

May 22-June 3: Fisher, TX. Paper and Book Intensive, 1993. Contact: Pamela Spitzmuller, Conservation Department, University of Iowa Libraries, Iowa City, IA 52245.

UPCOMING MARAC MEETINGS

Spring Meeting
Long Branch, New Jersey, May 6-8, 1993

Fall Meeting
Gettysburg, Pennsylvania, November 4-6, 1993

SAA CALENDAR

New Orleans
August 30 - September 5, 1993

Indianapolis
September 5-11, 1994

Washington, D.C.
August 25 - September 3, 1995

San Diego
September 1-8, 1996

For more information, contact: Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, 312/922-0140

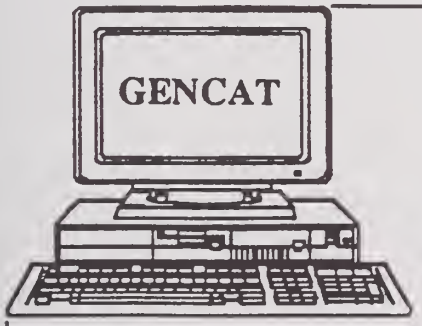
May 31-June 5: Denver, CO. American Institute for Conservation Annual Conference. Contact: AIC, 1400 16th Street, NW, Suite 340, Washington, DC 20036.

June 6: Denver, CO. AIC/BFG Library Collections Discussion Group meeting. Contact: Maria Grandinette, Stanford University.

June 24-July 1: New Orleans, LA. American Library Association Annual Conference. Contact: ALA, 50 East Huron Street, Chicago, IL 60611.

July 22-30: Wellesley, MA. "Preservation Management for College Librarians," a seminar sponsored by SOLINET and the Commission on Preservation and Access. Fees, all inclusive: $1,500. Contact: Amy Bernath, SOLINET Workshop Coordinator, 1438 West Peachtree Street NW, Suite 200, Atlanta, GA 30309-2955.

August 14-19: Rochester, NY. Photographic preservation seminar. Contact: RIT/T&E Seminar Registration, Frank E. Gannett Memorial Bldg., P.O. Box 9887, Rochester, NY 14623-0887.



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News Notes

LARGEST WOMEN'S ORGANIZATION PUBLISHES ARCHIVES GUIDE

WASHINGTON — November 4, 1992 — The General Federation of Women's Clubs (GFWC) has published a guide to its archives under a grant received from the National Historical Publications and Records Commission (NHPRC). GFWC's Archives are part of the GFWC Women's History and Resource Center, which holds collections focusing on women's history with an emphasis on women in volunteerism and the history of the women's club movement. Compiled by Cynthia Swanson, Director of the Women's History and Resource Center, and Lisa Mangiafico, WHRC Coordinator, the *Guide to the Archives of the General Federation of Women's Clubs* is available for $10.

"We are pleased that as a result of NHPRC funding we are now able to offer researchers this finding aid that describes GFWC's archival records," said Ann Holland International President of the General Federation of Women's Clubs. The guide gives an overview of the collection and describes each record group," she added.

GFWC is the world's largest and oldest nondenominational, nonpartisan women's volunteer service organization. It has 8,500 clubs and approximately 350,000 members active in communities around the nation.

For further information about the collections or the guide, contact Cynthia Swanson, General Federation of Women's Clubs Headquarters, 1734 N Street, NW, Washington, DC 20036, 202/347-3168.

Continued on P. 26

News Notes

Continued from P. 25

Guide to World War II Records Issued by Princeton University Library

The publication today of Princeton, Forward March!: A Guide to World War II Records at Princeton marks the completion of a year-long project that successfully processed over 600 feet of records at Princeton's Seeley G. Mudd Manuscript Library In addition, the author of the guide, Melissa A. Johnson, prepared the exhibition on the University's role in the war which currently is on display in the Mudd Library.

The 113-page volume describes the seventeen collections for which finding aids were written during the course of the project. In addition Johnson identifies another 105 sets of records with significant materials relating to the war found in the Department of Rare Books and Special Collections of the Princeton University Libraries. For each collection Johnson provides information on the nature of the records, especially as they pertain to the war, their size and dates, and any finding aids or restrictions on access. The guide also lists over 600 doctoral dissertations, master's theses and senior theses written by Princeton students on aspects of the war.

In her introduction to the volume Johnson details several strong concentrations of records within the libraries' holdings. Private propaganda and fund-raising efforts designed to promote American entry into the war and successful prosecution once entry occurred abound. Organizations like the Committee to Defend America by Aiding the Allies, Fight for Freedom, United China Relief and the Council on Books in Wartime were active in this area. A second area of strength is the role played by individuals in the military and economic infrastructure demanded by the war. Here the papers of individuals like Bernard Baruch, Ferdinand Eberstadt and James Forrestal, as well as such organizations as the Rubber Development Corporation, Amazon Division, indicate the enormous changes that the war produced for the military and the American economy. The Library also holds records for many of the key figures in the Council on Foreign Relations which provided the government with a number of studies on mobilization, political refugees, postwar plans and Anglo- American relations. Finally, the University Archives also maintains considerable information on the role Princeton played in the war effort, as well as the changes the war forced on the campus.

The project and guide received support from the John Foster and Janet Avery Dulles Fund of the library, the New Jersey Committee for the Humanities and the New Jersey Historical Commission. Copies of the Guide are being distributed free of charge to all New Jersey colleges and many public libraries, as well as to major academic libraries throughout the nation. Copies are available to other institutions and the general public at cost ($7 plus postage). For information, please contact the Seeley G. Mudd Library, 65 Olden Street, Princeton, NJ 08544.

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Applications are invited for the eighth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1500 per month. Applications must be received by February 15, 1993. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, 202/225-1222.

Extracts from a November 23, 1992, letter and document from Don W. Wilson, Archivist of the United States.

I have announced today a comprehensive action plan that will help to resolve the issues surrounding the recent Report of the Senate Committee on Governmental Affairs, "Serious Management Problems at the National Archives and Records Administration." A copy of the action plan is attached.

In 1987, I became the first Archivist of the United States appointed by the President under the new independence law for the National Archives and Records Administration. My stated goal then as now was to lead the National Archives from a custodial-oriented agency to a premier national cultural institution.

The agency is now faced with a critical report issued by the Senate Governmental Affairs Committee. In order to address the management concerns outlined in the Senate report, I am moving ahead with a plan of action that will resolve those problems and perceptions.

This action plan is designed to prepare the institution for the new management challenges of occupying Archives II, and to set in place a strategic plan for the 1990's. Upon implementation, these actions will create a more participatory management structure for staff and supporters to understand and influence the programs and priorities of the National Archives.

News from the National Archives

While my own reviews and independent investigations will be ongoing until the allegations in the Senate report are resolved, it is my hope that this plan will assure the archival community and staff that the National Archives is moving forward to meet every challenge. Each part of the plan addresses a specific need or a widely-held perception of the agency.

I. I have relieved the current Inspector General of his duties and have placed him on administrative leave pending conclusion of my own investigation.

II. I will continue to work with the Department of Justice and the President's Council on Integrity and Efficiency (PCIE) for a full and impartial review of the allegations contained in the Senate report. Toward this end, I have asked the chairman of the PCIE to designate for NARA an Inspector General who will examine the matters in the Senate report. The Chairman has indicated his willingness to designate an independent inspector general, and I now expect the designee to complete this review and to file a report no later than February 1, 1993. As I have indicated to Senator Glenn, while I disagree with some of the characterizations in the Senate report about the meaning and motive of certain actions of my subordinates, I strongly welcome this impartial review. Such a review will also provide the named employees a prompt, objective and timely resolution of the matter.

III. I have detailed the current Deputy Archivist of the United States, Claudine Weiher, and appointed Raymond Mosley as the Acting Deputy Archivist. This has been undertaken with a great deal of thought and consultation with Ms. Weiher and others inside and outside the agency. This detail is not connected to the allegations in the report. This action addresses solely the perception that the Archivist is not functioning as the supervisor of agency programs and priorities.

As an additional step, I am creating a new management council to deal with NARA-wide priorities, problems, and policy decisions. This management council will be composed of Office Heads and Staff Directors, and will report directly to me. The council will make recommendations to me regarding needs and priorities following full discussion of problems and alternative courses of action.

IV. I have already begun and will continue to develop a new spirit of cooperation with both of our congressional oversight committees. Senior NARA staff will offer full advice and assistance to the committees in the development of reauthorization legislation for the National Archvies and Records Administration.

V. I strongly support and will expand the strategic planning process for the National Archives to include full management participation, active consultation with National Archives constituents, and the use of professionally recognized planning experts. This process will be used to adapt the management structure in order to implement the goals and objectives of the resulting strategic plan. My goal is to have a model strategic plan for NARA, integrated with both budget and personnel planning and allocation, by February 15, 1993.

VI. I will reestablish the National Archives Advisory Council to formalize and institutionalize the ongoing external participation in the activities of the National Archives. I am convinced that in order to demonstrate the National Archives commitment to those concerned with our documentary heritage, the establishment of this committee by February 15, 1993, is now essential.

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